



## FIRE PROTECTION BUREAU

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### WRITTEN EXAMINATION INSTRUCTIONS

- 1. Introduction:** Welcome to the State Certification Examination. My name is \_\_\_\_\_ and I am your written test proctor. Today you are going to take the written Washington State certification exam for \_\_\_\_\_. Please turn off pagers, blackberry's and cell phones for the duration of this exam. You will have (see below) \_\_\_\_\_ hours to complete the exam.
  - **Time for Testing:** Firefighter I – 1 hour and 30 minutes; Hazardous Materials Awareness 30 minutes; Firefighter II - 1 hour and 30 minutes; Hazardous Material Operations - 1 hour; Instructor I and II - 1 hour, Public Fire and Life Safety Educator I - 1 hour; Fire Investigator - 1 hour and 30 minutes, Fire Inspector I - 1 hour and 30 minutes, Fire Officer I – 1 hour and 30 minutes, Fire Officer II - 1 hour and 30 minutes.
  - **Calling TIME:** 15 minutes before the end of the exam.

**Emergency Response Guidebooks:** For Hazardous Material Awareness and Hazardous Material Operations tests, candidates may use the 2004 edition of the Emergency Response Guidebook. The military markings (page 91) of the IFSTA Textbook "*Hazardous Materials for First Responders, 2<sup>nd</sup> Edition.*" are included in the test booklet.

- 2. Distribute Forms and exams:**  
**Please do not open the exam booklet until instructed to do so.** Verify you have the following items: One written exam booklet, No.2 pencil, scratch paper, certification application, and a scantron answer sheet. Please sign your application form on the first page.  
**Note:** If you do not sign the application it will not be processed.
- 3. Identification and Certification Application Form:** Place picture ID on the corner of your desk and then begin filling out the certification application. Fill out your name exactly the way you wish the certificate to read. **(Check identification while students are filling out certification application.)**
- 4. SCANTRON SHEET:** In the upper left hand corner of the scantron is a place to record your birth date and the last 4 digits of your social security number. Please fill in the date the month, date and year of birth in the following manner 010259 going down the column to the right of the horizontal rows which include the circled numbers. Then blacken the circles associated with the numbers you have entered.  
**EXAMPLE: Your scantron sheet should have 10 numbers recorded such as 0102595668.**  
  
**010259 is the month day and year of birth and 5668 is the last 4 digits of the SS#.**  
**Important : Do not blacken two circles in the same row!**

5. **Certificates and Exam results:** To qualify for International Fire Service Accreditation Congress (IFSAC) certification, you must pass the practical examination graded on a pass/fail basis. You must receive a score of 80% or better on the written exam. A letter is provided to you within 30 to 60 days of receipt of all test materials, rosters, and verifications of pre-requisites in the State Certification Office. Each student will receive the results of the examinations by mail.

**Note:** Examination results **will not** be given out over the phone to candidates for any reason!

**A.** Those who do not pass the practical or written exam have the following options:

- (1) If a candidate fails the written exam, they are allowed to retest on another day. Check with the Regional Deputy State Fire Marshal or your instructor for the next testing date.
- (2) If a candidate fails any practical skill station, up to three failed tasks, they are allowed to retest at the same test site using another evaluator. If they fail any task twice in the same day, they will have to retest at another test site on another day.
- (3) You may appeal the written or practical exam within 30 days of receiving your score by writing to the State Certification Administrator. The appeal must be specific in nature. See me after exam for appropriate address.

7. **Exam Critique Form:** This form allows you the opportunity to give feedback regarding the exam or the process to the State Certification Administrator.

8. **Exam Inquiry Form:** This form is available to you if you are seriously questioning a procedure regarding the examination process or a specific question on the exam. This form is used only if you have a question that you need response to by the State Certification Administrator. Your question must be specific in nature. Write the question number, the issue with the question and what how you feel the question should be corrected.

**Are there any questions about what has been said so far?**

9. Please listen carefully to the following exam instructions:

- A.** Cheating during the exam will be cause for immediate dismissal from the testing process.
- B.** Talking is not permitted during the exam.
- C.** The exam packet and scantron answer sheet may not leave the table.
- D.** Only one person will be allowed to leave the room at any time.
- E.** Please fill out the scantron answer sheet as follows:
  - (1) Enter full name, exam Level (i.e. FFI, Instr I), and date.
  - (2) In the space marked 'section no.' indicate the exam booklet version number which is located in the upper left corner of the booklet cover.
  - (3) If there are any True/False questions, blacken the **(A) for True** and **(B) for False**.
- F.** Please do not write in the exam booklet.

10. If you need any assistance during the exam please raise your hand and someone will help you. If you have a concern with any question on the exam I am able to read the question for you, but

I cannot interpret or define the questions or terms used on the exam. **Remember: Do the best you can.**

10. When you finish the exam please bring all your exam materials, including scratch paper and the pencils to me. Please leave the room quietly so you do not disturb the rest of the students.
11. Turn to page 3 of the exam booklet and read the instructions. When you are finished reading stop, **do not** turn the page until you are told to do so.
12. Are there any questions before we begin?
13. Start the exam. Good Luck!